

This process shows the steps and screens required for you to complete a Notice of Hearing using CM/ECF.

**Step 1** - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.




**Step 2** - The BANKRUPTCY EVENTS screen displays.



Click on **Notices** hyperlink.

**Step 3** - The CASE NUMBER screen displays.

The image shows the "File a Notice" screen. It has a yellow background. At the top, the text "File a Notice" is in bold blue. Below this is a gray rectangular box. Inside the box, the text "Case Number" is in bold black. Below "Case Number" is a text input field containing the number "06-50103". To the right of the input field is the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the gray box are two buttons: "Next" and "Clear".

Enter the case number for the appropriate case.  
Click the [Next] button.

#### Step 4 - The EVENTS screen displays

##### File a Notice

[06-50103 Lester Willis Strickland and May Emerald Strickland](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd, CMACMP

Notice of Abandonment  
Notice of Appointment of Creditors' Committee  
Notice of Commencement of Chapter 15 Case  
Notice of Continued Ch 13 Confirmation Hearing  
Notice of Continued Hearing  
Notice of Continued Meeting of Creditors  
**Notice of Hearing**  
Notice of Intent to Sell

Next

Clear

Select **Notice of Hearing** from the list of events. (If this is for co-debtor relief, chose “Notice of Time to Respond”).

Click the [Next] button.

#### Step 5 - The SELECT PARTY screen displays

##### File a Notice:

[06-50103 Lester Willis Strickland and May Emerald Strickland](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd, CMACMP

##### Select the Party:

HSBC Mortgage Co., [Creditor]  
Strickland, Lester Willis [Debtor]  
Strickland, May Emerald [Debtor]

[Add/Create New Party](#)

Next

Clear

Select the party that the filing attorney is representing from the list. If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information. For more details on adding parties, see separate instructions: [Adding Parties](#).

Click the [Next] button.

## Step 6 - The SELECT PDF screen displays

**File a Notice:**

[06-50103 Lester Willis Strickland and May Emerald Strickland](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdw	Assets: n	Case Flag: DebtEd, CMACMP

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

Select the .pdf file to associate with this event. For more detailed information about .pdf files, see separate instructions: [How to Convert Documents to PDF](#).

Click the [Next] button.

**Step 7 - The HEARING INFORMATION screen displays.**

**File a Notice:**

[06-50103 Lester Willis Strickland and May Emerald Strickland](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Judge: jdww	Assets: n	Case Flag: DebtEd, CMACMP

**Hearing Information**

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Clerk Judge Walker at (478) 752-8293.

Hearing Date:   Hearing Time:  ☒ AM ☐ PM

Location:

**Confirmation Hearing Information**

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Clerk Judge Walker at (478) 752-8293.

Confirmation Hearing Date:   Hearing Time:  ☐ AM ☐ PM

Location:

**Status Hearing Information**

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Clerk Judge Walker at (478) 752-8293.

Status Hearing Date:   Hearing Time:  ☐ AM ☐ PM

Location:

**Show Cause Hearing Information**

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Clerk Judge Walker at (478) 752-8293.

Show Cause Hearing Date:   Hearing Time:  ☐ AM ☐ PM

Location:

Enter hearing information ONLY for the type of hearing associated with the motion being filed. Be sure to enter the location of the hearing from the drop down menu.

Click the [Next] button.

The following screen displays:

**File a Notice:**

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd, CMACMP

*Select the category to which your event relates.*

answer  
appeal  
caseupld  
claims  
cmp  
court  
credtrcd  
misc  
**motion**  
notice

Filed  to

Documents  to

Chose the category to which the notice should be associated with. Search can be narrowed by entering data in the “Filed ...to” and “Documents ...to” fields.

Click the [Next] button.

**Step 8** - The next screen should display all motions in the case.

**File a Notice:**

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdww

Assets: n

Case Flag: DebtEd, CMACMP

*Select the appropriate event(s) to which your event relates:*

- ☐ 06/27/2006 4 Application to Pay Filing Fee in Installments. Proposed Final Installment Date: July 14, 2006 filed by Lester Willis Strickland, May Emerald Strickland (Attorney, Ann)
- ☒ 07/03/2006 6 Motion for Relief from Stay . Fee Amount \$150, filed by Creditor HSBC Mortgage Co. Hearing scheduled for 8/30/2006 at 10:30 AM at Bankruptcy Courtroom B, Macon. (Attorney, Ann)

Check the box next to the motion the notice of hearing is associated with.

Click the [Next] button.

An advisory message appears to alert you that on the next screen, you must place a check in the box next to the document that your Notice of Hearing relates to and **NOT** to place a check in the box next to the statement: “create a schedule record for current docket entry.”

Click the [Next] button to display the screen referred to in this advisory message.

**File a Notice:**

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdw

Assets: n

Case Flag: DebtEd, CMACMP

**NEXT YOU *MUST* PLACE A CHECK NEXT TO THE DOCUMENT TO WHICH THIS HEARING RELATES. ORDER FOR THIS MATTER TO APPEAR ON THE CALENDAR. DO NOT PUT A CHECK BY CREATING A SCHEDULE RECORD FOR CURRENT DOCKET ENTRY.**

Next

Clear

Step 9 - The SCHEDULE RECORDS screen appears next.

**File a Notice:**

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdw

Assets: n

Case Flag: DebtEd, CMACMP

Type	hrg
Date	8/25/2006
Time	10:30
Location	Bankruptcy Courtroom B, Macon
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

☐ Create Schedule record for current docket entry.

☒ 07/03/2006 6 Motion for Relief from Stay . Fee Amount \$150, filed by Creditor HSBC Mortgage Co. Hearing set for 8/30/2006 at 10:30 AM at Bankruptcy Courtroom B, Macon. (Attorney, Ann)

Next

Clear

Place a check mark in the box next to the motion that the notice of hearing is associated with. **DO NOT** check the box next to Create Schedule record for current docket entry.

**Step 10** - The DOCKET TEXT: MODIFY AS APPROPRIATE appears.

**File a Notice:**

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdw

Assets: n

Case Flag: DebtEd, CMACMP

**Docket Text: Modify as Appropriate.**

Notice of Hearing  filed by Creditor HSBC Mortgage Co. (related document(s)[6] Motion for Relief From Stay) Hearing scheduled for 8/25/2006 at 10:30 AM at Bankruptcy Courtroom B, Macon. (Attorney, Ann)

Next

Clear

Use the drop-down menu if necessary. There is also a text box to enter additional information if necessary.

Click the [Next] button.

**Step 11** - The FINAL DOCKET TEXT screen appears.

**File a Notice:**

06-50103 Lester Willis Strickland and May Emerald Strickland

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Judge: jdw

Assets: n

Case Flag: DebtEd, CMACMP

**Docket Text: Final Text**

Notice of Hearing filed by Creditor HSBC Mortgage Co. (related document(s)[6] Motion for Relief From Stay) Hearing scheduled for 8/25/2006 at 10:30 AM at Bankruptcy Courtroom B, Macon. (Attorney, Ann)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

If the docket text is incorrect, click the [Back] button to find the screen you need to modify. To abort or restart the transaction, click an option on the blue CM/ECF Main Menu Bar.

Click [Next] button if correct.

**Step 12 - The NOTICE OF ELECTRONIC FILING screen displays.**

**Notice of Electronic Filing**

The following transaction was received from Attorney, Ann entered on 7/5/2006 at 9:56 AM EDT and filed on 7/5/2

**Case Name:** Lester Willis Strickland and May Emerald Strickland

**Case Number:** [06-50103](#)

**Document Number:** [7](#)

**Docket Text:**

Notice of Hearing filed by Creditor HSBC Mortgage Co. (related document(s)[6] Motion for Relief From Stay) Hearing scheduled for 8/25/2006 at 10:30 AM at Bankruptcy Courtroom B, Macon. (Attorney, Ann)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**C:\Documents and Settings\casemanager\Desktop\EVENT LIST May 2006.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=970768733 [Date=7/5/2006] [FileNumber=2718-0] [78528a833b219c0eeb7dd7ef9f0a7cc0b11f739bf5673a6e5b4f00fbba26a9bf12f37ab40e2b07f791a6f95c29e98b2553704974c2c84bd77adcf1922f5c8fbf1]